Project Assessment and Evaluation Plan (PAEP) Outline

I.   Project Summary

A.   Funding Program: *Identify the program that will be used to fund your grant project contract or agreement. For Example, Proposition 40 Integrated Watershed Management Program, Proposition 50 Agricultural Water Quality Grant Program or Proposition 50 Integrated Regional Water Management Program. This funding source will be identified in your contract or agreement.*

B.   Project Description: *Provide a summary of the project. This can be a condensed version of the narrative presented in your proposal and/or agreement.*

C.   Problem Statement: *Briefly discuss the environmental issues or problems facing the watershed in which this project will take place. Identify which problems or issues you will address with the project. This information can be taken from your proposal and/or agreement. You can also combine this section with 'B. Project Description', above, if you find it provides a more concise discussion. Depending on the grant funding program, you may also be required to address the following points:*
  i.   *Identify or characterize baseline data*
  ii. *Identify pollution source categories*
  iii. *Identify and describe current restoration activities; BMPs; load reduction activities; prevention activities*
  iv. *Describe the manner in which the proposed best management practices or management measures will be implemented*
  v.   *Summarize how the effectiveness of the proposed practices or measures in preventing or reducing pollution will be determined*
  vi. *Determine "changes in flow pattern" in affected water bodies.*
  vii. *Determine economic benefits of implementing the project.*

D.   Project Activities or Tasks*: Provide a list of the project activities or tasks that you will undertake to address the issues or problems. (These should be taken from your proposal, agreement or, contract depending on which grant program is providing funds to your project and at what stage you are in the program.)*

E.   Category of Project Activities or Tasks*: Indicate which of the following categories your activities correspond to.*

        1) *Planning, Research, Monitoring and Assessment*
        2) *Education, Outreach, and Capacity -building*

3) *Habitat Restoration*
4) *Pollutant Load Reduction*
5) *Water Conservation, Reliability Enhancement, and Recycling*
6) *Flood Attenuation and Flood Protection*

Each activity should correspond to only one category. You may however, have more than one activity corresponding to a given category. This will be useful for preparing your Project Performance Measures Table(s) in item III below. In these tables, assessment and evaluation of project performance is differentiated based on categories of activities that will be implemented. These categories conveniently provide common sets of measures and methods or tools for measurement that you may pick from for your project. More detail and resources for identification of these project performance measures is provided below and attached for reference.

II.   Project Goals & Desired Outcomes

Describe the goals of your project and state the desired outcomes in qualitative terms (e.g.: Goal: Implement TMDL plan for reducing toxicity by increasing landowner participation in BMP implementation. Desired Outcomes: Reduce pesticide application rates in watershed; reduce the number of toxic samples; increase benthic macroinvertebrate species diversity). This information should be used to guide completion of your Project Performance Measures Table(s) in item III below.

III.   Project Performance Measures Tables

A Project Performance Measures Table should be completed for each category of activities identified for your project in item I. E above. Each of your project activities in a specific category must be listed in a corresponding table for that category. The attached tables contain examples of the kinds of performance measures or indicators, measurement tools, and targets that might apply to the five general activity categories. These tables are for illustrative purposes only and should be used to guide the identification of appropriate performance measures for your project. Use the following guidance when completing tables for your project:

Project Goals: Identify the project goals as they relate to activities or items outlined in the grant proposal or agreement

Desired Outcomes: Identify measurable results you expect to achieve by implementing project activities consistent with the specified goals

Output Indicators: Identify the indicators for specific activities that will be used to track progress towards achieving the project goal and desired outcome

Outcome Indicators:Identify the indicators that will be used to measure effectiveness in achieving the desired outcomes or results

Measurement Tools Identify the proposed tools and methods used in documenting and Methods: performance (examples of tools and methods are listed in Attachment 4 and 5)

Targets: *Identify targets or benchmarks against which you can measure success (most targets will be quantitative, such as % reduction in pesticide use or % increase in community awareness; however, some targets will be qualitative, such as "broad acceptance of peer-reviewed monitoring plan," or "adopted conceptual model hypothesizing cause-and-effect relationships.*